

**UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT
VACANCY ANNOUNCEMENT - USDC-CT 10-011**

POSITION: Courtroom Technology Specialist

OPENING DATE: May 25, 2010

SALARY RANGE: CL 24 - CL 26 (\$37K - \$75K) *DOE

FIRST CUTOFF: June 15, 2010

DUTY STATION: Hartford, CT

(Deadline for internal applicants is June 8, 2010)

*Depending on Experience.

The United States District Court for the District of Connecticut is seeking a full time Courtroom Technology Specialist. The Specialist will coordinate all electronic courtroom resources, including installing, supporting, and troubleshooting evidence presentation technology and video conferencing equipment used in court proceedings. The Specialist will provide support for the Court's courtroom technology resources, including evidence presentation systems, video conferencing systems, and sound systems. The Specialist provides guidance and support to judges and support staff of the court, members of the bar, various federal agencies, and others who might use electronic courtroom technology. The Specialist is responsible for the smooth operation of technology used in a courtroom environment, as well as helping to ensure that persons using these resources are adequately trained. The successful candidate must possess the ability to exercise mature judgment, possess excellent verbal and written communication skills, be highly self-motivated, result-oriented, detail-oriented and organized, and present a professional demeanor. Travel to the Divisional Offices and outside the District is required.

Representative Duties:

Coordinates all activities pertaining to the Court's electronic evidence presentation systems, including: scheduling the use of evidence presentation systems; setting up equipment and being available for consultation or troubleshooting when evidence presentation systems are being used.

Coordinates video conferencing for the Court, including: scheduling video conferences; setting up video conference equipment; and initiating video calls.

Develops and implements programs designed to provide judges and court staff with information about electronic courtroom technology.

Provides judges and court staff with training in the use of electronic evidence presentation systems.

Serves as liaison with other federal agencies such as the U.S. Attorney's Office, the Federal Public Defender's Office, private law firms, and others in matters relating to the development and use of courtroom technology. As part of this responsibility, the specialist ensures that members of these groups receive information about available courtroom technologies.

Meets with counsel in advance of proceedings on the use of electronic courtroom technology to test equipment and ensure that counsel's equipment works properly with courtroom equipment.

Ensures that courtroom technology remains current and coordinates system upgrades of this technology.

Recommends and helps to implement standard policies and procedures pertaining to the introduction and use of new types of courtroom technology and equipment.

Supports the Court in the development and implementation of short and long range plans for technological improvements, ensuring that implementation causes minimal disruption of courtroom activities.

Serves as Contracting Officer for the procurement of courtroom technology equipment.

Responsibility for the inventory and accountability of all courtroom technology.

Solicits opinions concerning the use of courtroom technology from users. As part of this duty, the specialist observes proceedings and compiles and analyzes data on the use of courtroom technology. Prepares periodic reports on the utilization of courtroom technology.

Installs, upgrades and carries out troubleshooting tasks as part of the maintenance and repair of courtroom technology equipment.

Develops and carries out quality control procedures in the maintenance of all courtroom technology.

Tests and evaluates new technology before its use in a court environment.

Participates in local and national conferences and gatherings to enhance continued professional development and sharing and learning ways of improving courtroom technology applications for federal courts.

The specialist has duties associated with the Court's sound and video systems. Representative duties in this area may include coordinating the installation of new sound and video system equipment, training court staff on the use of equipment, and recognizing and resolving problems with the equipment.

Assists Information Technology staff in the performance of general Information Technology duties.

Performs other duties as assigned.

Qualifications:

Minimum:

- Two years of progressively responsible experience in the audio/visual field.
- Ability to research, isolate, and make corrective recommendations of courtroom technology problems using a variety of programming skills and hardware troubleshooting skills.
- Ability to analyze, evaluate and determine courtroom technology needs as well as the ability to plan and implement required approaches to meet those needs.
- Ability to troubleshoot devices at the hardware level, such as serial or hardware device level infrastructures.
- Specialized experience with audio/visual switching, processing, control systems, conferencing, equipment rack configuration, control programming (microphones, amplifiers, particular hardware/software, digital recording, video routers and markers, computer/video interface).
- Knowledge of courtroom technology applications and video conferencing applications.
- Knowledge of multi-point video conferencing systems, including ISDN, IP and video bridging technologies
- Experience operating audiovisual systems including Extron, Boeckler, and Crestron components, and experience with audio systems software such as Polycom.
- The ability to read and understand plans and schematics.

Desired:

- Ability to program Crestron, or AMX, or related equipment.
- Experience in design of audiovisual systems including Extron, Boeckler, and Crestron components, and experience with audio systems software such as Polycom.

Education:

High school diploma or equivalent required. Bachelor's degree or graduation from an accredited technical school preferred.

How to Apply: Submit resume with cover letter, salary history and proof of any certifications **by email only** to: Human Resources Department @ Email: HR_department@ctd.uscourts.gov

Applicants must also submit a narrative statement on the following, not to exceed one page each:

1. Why are you interested in the Courtroom Technology Specialist position?
2. In addition to the experience provided on your resume, what other experience do you believe qualifies you

for this position?

Interested candidates should visit the Court's website for full details:

<http://www.ctd.uscourts.gov/employment.html>

Travel expenses for interviews will be the responsibility of the applicant. The Court will communicate only with those applicants who are selected for an interview. No phone calls please.

Benefits:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in Thrift Savings Plan
- Optional participation in choice of Federal Employees' Health Benefits
- Optional participation in choice of Federal Employees' Group Life Insurance
- Optional participation in the Flexible Benefits Program
- Optional participation in the Commuter Benefit Program
- Optional participation in Long-Term Care Insurance
- Credit, time in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Conditions of Employment:

- Applicants must be U.S. citizens or eligible to work in the United States.
- Successful candidate will undergo a full fingerprint and background records check. Any applicant selected for a position will be hired provisionally pending successful completion of the background investigation.
- Mandatory electronic direct deposit of salary payment.
- Employees are required to adhere to the Code of Conduct for Judicial Employees [available to applicants to view at the court website: www.ctd.uscourts.gov].
- Employees of the U.S. District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the court.

The United States District Court is an Equal Opportunity Employer.